### **SUMMARY OF SSOPC TENDERING REQUIREMENTS**

**Spring 2022**

**Review bi-annually**

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| **Aggregate value of the Contract** | **Procurement process** | **Who approves procurement process?** | **Who leads procurement process?** | **Advertising** | **How many quotes are required?** | **What type of contract is required?** |
| £0- £5,000 | * Email/write to supplier; or * Place order under a Framework   Agreement/Dynamic Purchasing System (“DPS”)  that is available to the School | Governing Body or Head Teacher with delegated authority. | Head Teacher or other School employee with delegated authority. | Not mandatory. | One written quote. | Trusts or supplier’s standard terms and conditions. |
| £5,000-£75,000 | * Send suppliers (min 3) request for quotation; or * Issue invitation to tender; or * Call-off from framework agreement/DPS available to School. | Governing Body or Head Teacher with delegated authority. | Head Teacher or other School employee with delegated authority. | Not mandatory but Best Value to be obtained. | Three written quotes. | Trusts or supplier’s standard terms and conditions. |
| £75,001-PCR threshold  £213,477 or £5,336,938 | Must be fair and transparent process representing Best Value:   * Competitive tender; or * Call off from framework agreement/DPS available to the School (seek advice from WSCC   Procurement Services); | Trustees | CFO of Trust with Trust Chairman | school website, trade press or website, and, if appropriate non mandatory advert on Contracts Finder. | As per rules set out in existing contract/ framework or competitive tender | Trusts or supplier’s standard terms and conditions. |
| At PCR Threshold or  above | * Procurement process compliant with PCR 2015; or * Call off from framework agreement/DPS available to the School. | Trustees | CFO of Trust with Trust Chairman | Contracts Finder. | As per rules set out in existing contract/ framework or competitive tender in compliance with PCR 2015 through e-sourcing portal. | Trusts or supplier’s standard terms and conditions. |

Notes:

1. The EU Thresholds from 01.01.18– 31.12.19 are: Supplies and Services - £213,477, “and Works -- £5,336,938
2. The value of the contract is the total value over the whole period of the contract, including any possible extensions. If a rolling contract take total value over previous 4 years into account
3. Where the Public Contracts Regulations 2015 (“PCR 2015”) apply, they apply in addition to the SSOPC and override the SSOPC where there is any conflict.
4. Before issuing any request for quotation or invitation to tender, the specification and contract terms and conditions must be completed and provided to all potential suppliers at the same time as the request for quote/ITT is issued.